



KEEP **GREASE** OUT OF THE SYSTEM

Maintenance Documentation

All food service facility owners or operators are required to document their grease management efforts, including the cleaning and repair frequency for grease removal devices, and grease disposal methods. Maintenance records should be kept on-site in an easily accessible location and must be made available for inspection and copying upon request by local officials. You are required to keep maintenance documentation for a period of not less than three years.

Keep cleaning and maintenance records in a binder for easy access.

Your maintenance documentation should include the following records:

GREASE REMOVAL DEVICES

- Size/type, make/model and location of your grease removal device (e.g., a 100 lb. ABC® grease trap under the pot sink, or a 2000 gallon XYZ® grease interceptor by the back door.)
- Cleaning instructions for your grease removal device
- Copies of cleaning/service contracts with professional cleaning services, if applicable
- Invoices for cleaning/service visits



- A log documenting the cleaning frequency and/or service visits for your grease removal device. It is important to include the following information for each occurrence:

- Date equipment was cleaned/serviced (provide explanation for service visit if other than routine maintenance/cleaning)
- Name of person and company performing the cleaning service
- Description of method by which the equipment was cleaned
- Volume of wastewater pumped or removed
- Description of how and where the wastewater and grease solids were disposed of

Continued on back

Grease in the system causes problems in storm drains and sanitary sewers — and increases your operating costs.

Whether you contract with a professional cleaning service, or perform the cleaning/maintenance in-house, you are responsible for keeping and maintaining records of the above information.

VENTILATION HOODS, FILTERS & DUCTS

- Records of ventilation hood, filter, and duct cleaning, and how greasy wastewater from the cleanings are disposed of (See “Ventilation Hood” sheet for more information).

GARBAGE DUMPSTERS AND OUTDOOR PAVEMENT AREAS

- Whether you or your landlord are responsible for cleaning and maintaining the pavement and garbage dumpster area, you must keep records of:
 - The name of the person and company performing the cleaning service
 - The cleaning methods used
 - How the cleaning water was disposed of
 - Steps taken to protect nearby storm drains



Procedures for outdoor cleaning should be kept in writing, in a folder or binder.

Other tips to remember

- Outdoor areas around tallow bins, trash dumpsters or compactors, or grease waste storage must be kept clean of grease, oil or food waste at all times.
- Never store grease outdoors in a way that will cause a discharge if it rains; keep grease in a sealed container resistant to rain, jostling or vandalism.

SAN JOSE/SANTA CLARA
WATER POLLUTION
CONTROL PLANT
(408) 945-3000

Tributary agencies served by the treatment plant: San José, Santa Clara, Milpitas, Cupertino Sanitary District, West Valley Sanitation District (including Campbell, Los Gatos, Monte Sereno, Saratoga), County Sanitation Districts 2-3, Sunol & Burbank Sanitary Districts.



Environmental Services

In accordance with the Americans with Disabilities Act, City of San José Environmental Services Department materials can be made available upon request in alternative formats, such as Braille, large print, audiotape or computer disk. Requests may be made by calling (408) 945-3000 (voice) or (800) 735-2929 (California Relay Service).

♻️ Printed on recycled paper using soy-based inks. 06-08/Q1500/ /bfJMc IX